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March 13, 2020

## WHITEHOUSE COUNCIL AGENDA

March 17, 2020

6:30 P.M.

Notice is hereby given that the Whitehouse Village Council will meet on Tuesday, March 17, 2020, at 6:30 PM. This meeting will be held in the Council Chambers, Village Hall, 6925 Providence Street, Whitehouse, Ohio.

Welcome and thank you for attending the Whitehouse Village Council meeting. The purpose of the Village Council meeting is to conduct the official business of the Village of Whitehouse and to hear citizen's comments pertaining to items that appear on the agenda and comments for future consideration. We welcome and encourage your participation. If you wish to make a comment, please wait to be recognized then step to the podium and state your name and address for the record. Please make your comments as concise as possible to allow time for others who wish to make comments. The Mayor presides over the Council meeting and has the authority to take the actions necessary to maintain order and proper decorum among those present. Thank you for your cooperation.

- I. Call to Order
- II. Roll Call
- III. Prayer: Pastor Warren Clifton, Hope United Methodist
- IV. Pledge of Allegiance
- V. Adoption of Minutes of the March 3, 2020 Council Meeting
- VI. Adoption of Bills dated March 13, 2020 and the Addendum bills dated March 17, 2020
- VII. Introduction of Persons to Appear Before Council
  - A. A Request for a Whitehouse Multisport Festival on June 6, 2020
  - B. A Request for Cherry Fest for June 11, 2020 – June 13, 2020
- VIII. Committee Reports
  - A. Report on the March 4, 2020 Board of Zoning Appeals Meeting
  - B. Report on the March 10, 2020 Charter Revision Commission Meeting
  - C. Report on the March 10, 2020 Committee of the Whole Meeting
    1. Take Action on requesting authorization for legislation requesting estimated collections for a Fire Cooperative Potential Levy
    2. Take Action on authorizing emergency legislation on the 911 Consolidated Regional Council of Governments

**6925 Providence Street . PO Box 2476 . Whitehouse, Ohio 43571**

**Phone 419-877-5383 . Fax 419-877-5635**

**whitehouseoh.gov**

- IX. Report of the Mayor
- X. Report of the Clerk of Council
- XI. Report of the Village Administrator
- XII. Report of the Village Solicitor
- XIII. Report from Department Heads
- XIV. Citizen Comments on Agenda Items
- XV. Ordinances
- XVI. Resolutions
  - A. Resolution 6-2020: Authorizing the Village of Whitehouse to Enter into an Agreement Establishing the Lucas County 911 Regional Council of Governments (as an emergency)
- XVII. Council Comments
- XVIII. Citizen Comments
- XIX. Adjournment

At 6:30 PM Mayor Don Atkinson called the meeting to order.

ROLL CALL: Bill May, Louann Artiaga, Richard Bingham, Rebecca Conklin Kleiboemer, Mindy Curry, and Bob Keogh. Also present were the following: Administrator Jordan Daugherty, Solicitor Kevin Heban, Public Services Director Steve Pilcher, Police Chief Mark McDonough, Deputy Police Chief Allan Baer, Clerk Susan Miller, Rob Casaletta, Jeff Yoder, and Karen Gerhardinger.

Council prayer was given by Pastor Matthew Lash of Community of Christ Church.

Motion by Bill May, seconded by Bob Keogh to approve the minutes of the February 18, 2020 meeting. 6 ayes

Motion by Louann Artiaga, seconded by Richard Bingham to approve the bills totaling \$138,096.85 dated February 28, 2020 and the Addendum bills totaling \$31,516.06 dated March 3, 2020. 6 ayes

Motion by Rebecca Conklin Kleiboemer, seconded by Richard Bingham to approve the Cherry Fest 1K/5K/10K on June 12, 2020 at 6:30 PM with safety services assistance. 6 ayes

Motion by Mindy Curry, seconded by Rebecca Conklin Kleiboemer to waive the special event fee for the Cherry Fest 1K/5K/10K, 6 ayes

Motion by Rebecca Conklin Kleiboemer, seconded by Mindy Curry to authorize the Solicitor to prepare legislation determining that Certain Miscellaneous Personal Property Used by the Police Department and Owned by the Village of Whitehouse, Lucas County, Ohio is of no Further Use to the Village and is Hereby Determined to be Surplus Property and to be Disposed of Pursuant to Law and declaring an emergency. 6 ayes

Motion by Louann Artiaga, seconded by Mindy Curry to authorize the Solicitor to prepare legislation authorizing a Compensation Agreement between the Village of Whitehouse and Police Chief Mark McDonough. 6 ayes

Motion by Richard Bingham, seconded by Mindy Curry to authorize the Solicitor to prepare legislation authorizing a Compensation Agreement between the Village of Whitehouse and Police Chief Mark McDonough and declaring an emergency. 6 ayes

Motion by Louann Artiaga, seconded by Richard Bingham to authorize the Solicitor to prepare legislation authorizing the Finance Director of the Village of Whitehouse, Lucas County, Ohio, to Transfer Certain Funds for Village Accounting Purposes; Formal

Regular

March 3,

20

Verification of said Transfer and declaring an emergency. 6 ayes

Mayor Don Atkinson asked for Citizen Comments pertaining to Agenda items. There were none.

Motion by Rebecca Conklin Kleiboemer, seconded by Mindy Curry to accept, as previously authorized, Resolution 04-2020 determining that Certain Miscellaneous Personal Property Used by the Police Department and Owned by the Village of Whitehouse, Lucas County, Ohio is of no Further Use to the Village and is Hereby Determined to be Surplus Property and to be Disposed of Pursuant to Law at its first reading and declaring an emergency. 6 ayes

Motion by Rebecca Conklin Kleiboemer, seconded by Mindy Curry to suspend the rules and to have the second and third reading of Resolution 04-2020 by title only and declaring an emergency. 6 ayes

Motion by Rebecca Conklin Kleiboemer, seconded by Louann Artiaga to accept Resolution 04-2020 and to pass said Resolution and declaring an emergency. 6 ayes

Motion by Louann Artiaga, seconded by Rebecca Conklin Kleiboemer to accept, as previously authorized, Resolution 05-2020 authorizing a Compensation Agreement between the Village of Whitehouse and Police Chief Mark McDonough at its first reading and declaring an emergency. 6 ayes

Motion by Rebecca Conklin Kleiboemer, seconded by Mindy Curry to suspend the rules and to have the second and third reading of Resolution 05-2020 by title only and declaring an emergency. 6 ayes

Motion by Bill May seconded by Rebecca Conklin Kleiboemer, to accept Resolution 05-2020 and to pass said Resolution and declaring an emergency. 6 ayes

Motion by Mindy Curry, seconded by Louann Artiaga to accept, as previously authorized, Resolution 06-2020 authorizing the Finance Director of the Village of Whitehouse, Lucas County, Ohio, to Transfer Certain Funds for Village Accounting Purposes; Formal Verification of said Transfer and at its first reading and declaring an emergency. 6 ayes

Motion by Rebecca Conklin Kleiboemer, seconded by Mindy Curry to suspend the rules and to have the second and third reading of Resolution 06-2020 by title only and declaring an emergency. 6 ayes

Motion by Rebecca Conklin Kleiboemer seconded by Mindy Curry, to accept Resolution 06-2020 and to pass said Resolution and declaring an emergency. 6 ayes

Other items discussed:

## Regular

March 3,

20

- Union Cemetery District meetings on the third Monday of the month at 6:00 PM in the Waterville Municipal building, 2020 and 2021 appropriations, outsourcing, plowing by Municipalities, 63 hours spent tree trimming, website, clerk/treasurer job description, thank you, Rebecca Conklin Kleiboemer for your work on the UCD
- Tree mapping, installation of posts, Eagle Scout project, tree removals, Arbor Day, Growth Award, Nancy Myerholtz presentation on invasive trees, Local Thyme display of tree essays, Cemetery reviews, review/update of Tree Ordinance, Newsletter, ODNR tree planting workshop, active tree commission
- Ceremony honoring Tiffany Eckert, she said it was one of the nicest gifts she has been given
- Grant to expand welcome trail down to the bridge received, 2023 fully connected, Safe Routes to School walkway and bridge, thank you Jeff Yoder for the grant preparation
- Mayor Don Atkinson had breakfast with students for National School Breakfast week
- Heavy equipment to tear down the primary school
- Thank you EMS and Police
- Coronavirus response plan, avoiding hysteria, lack of awareness, health issues that are vulnerable, ensuring social services continue, CDC website best source of information, Village has a plan, Wash your hands, disinfect
- Fire Cooperative, Public Hearings, November ballot, March 10, 2020 at the Village Hall, Funding, action to put on the ballot, awareness, maintaining safety and security of schools, Businesses and residences, staffing, municipalities choose millage, municipalities can choose to supplement the cost, working on this for 10-12 years, tried to hold off as long as possible with excellent service, ensuring high quality response, lower insurance rates, look into larger Venues for summer meetings
- Correct decision to consolidate 911, document for review March 10, pay dispatch fee whether we participate or not, Fire Chief Association endorses 911 consolidation
- 911 managed by police and fire chiefs with input from political heads – takes it out of the hands of the County Commissioners, alternate proposal Mayors and Trustees supervise safety service Directors
- Firearms training, 9:00 AM at Waterville Fire Department, Council and Mayor invited to attend
- Limited amount of pill pods available free of charge from the AWAKE board, keep meds secured
- TECC, 13 fire, 6 police, smoke, knocked down doors at the old Primary School, realistic, high Speed, The rest of the fire and police department will be held on April 25 and 26 at AWHs, Open to area departments, thank you Anthony Wayne Schools and kids that participated
- Traffic signal pole manufacturer sold, delays, mid summer anticipated arrival

Regular

March 3,

20

- Regional pump station, antifreeze leak on exhaust manifold, impressive safety service response, all in working order
- Name change for Council comments on Agenda
- No plans for a farmer's or flower market this year
- Community garage sale update on website
- Dog park in Waterville, inquiry for Whitehouse to partner, Waterville did not donate to Veteran's Memorial Park, Sandra Park
- Thank you for the link on EMS team leader Brandon
- Checking with Jill Gundy on Monday pick up for donation bins
- Early reminds for snow removal next year
- Petition to improve Weckerly Drive roadway

Motion by Bob Keogh, seconded by Rebecca Conklin Kleiboemer to adjourn at 7:43 PM.  
6 ayes

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Duly Appointed Clerk of Council

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Mayor

# COUNCIL BILLS

3/13/2020

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
A. W. Board of Education	POLICE	\$1,979.16		Fuel
A. W. Board of Education	FIRE	\$634.01		Fuel
A. W. Board of Education	PARKS	\$5.62		Fuel
A. W. Board of Education	SANITATION	\$102.45		
A. W. Board of Education	MAINTENANCE	\$139.60		Fuel
A. W. Board of Education	STREET	\$565.18		Fuel
A. W. Board of Education	LIFE SQUAD	\$342.37		Fuel
A. W. Board of Education	WATER	\$761.23		Fuel
A. W. Board of Education	SEWER	\$232.77		Fuel
A. W. Board of Education	POLICE	\$440.00		Fuel
Bayly, Aleaha	MAINTENANCE	\$520.00		
Bayly, Aleaha	SEWER	\$4,481.07		
Craun Liebing Company	FIRE	\$253.30		
Emergency Reporting	STREET	\$90.32		
Fisher Auto Parts	FIRE	\$950.00		
Four County Career Center	FIRE	\$21.00		
Four County Career Center	POLICE	\$1,206.00		
Heban, Murphree & Lewandowski	FIRE	\$133.31		
HP Products	PARKS	\$398.46		
J Thomas Parts	WATER	\$67.75		
MAI	ADMINISTRATION	\$57.00		
Mirror Newspapers	FIRE	\$144.23		
Office Depot	SANITATION	\$1,093.75		
Ohio Compost	FIRE	\$58.00		
St. Lukes Hospital	STREET	\$1,074.59		
Toledo Edison	MAINTENANCE	\$21.70		
Toledo Edison	SEWER	\$12.13		
Toledo Edison	ADMINISTRATION	\$540.00		
Triotech Corporation	ADMINISTRATION	\$542.75		
Triotech Corporation	WATER	\$47.50		
			<b>\$1,130.25</b>	

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
Unifirst Corporation	POLICE	\$18.80		Rug Cleaning
Unifirst Corporation	MAINTENANCE	\$18.80		Rug Cleaning
Unifirst Corporation	FIRE	\$18.90		Rug Cleaning
Unifirst Corporation	LIFE SQUAD	\$18.90	\$75.40	Rug Cleaning
Vance Outdoors	POLICE	\$2,285.00	\$2,285.00	Tasers
Verizon Wireless	POLICE	\$42.05		Cell Phones & Data
Verizon Wireless	FIRE	\$145.10		Cell Phones & Data
Verizon Wireless	ADMINISTRATION	\$42.05		Cell Phones & Data
Verizon Wireless	WATER	\$12.76		Cell Phones & Data
Verizon Wireless	SEWER	\$12.76		Cell Phones & Data
Verizon Wireless	STREETS	\$12.76		Cell Phones & Data
Verizon Wireless	MAINTENANCE	\$12.76		Cell Phones & Data
Verizon Wireless	SANITATION	\$12.76		Cell Phones & Data
Verizon Wireless	PARKS	\$12.76	\$305.76	Cell Phones & Data
Verizon Wireless	FIRE	\$37.94		Supplies
Waterville Hardware	POLICE	\$3.92	\$41.86	Supplies
Waterville Hardware				
		\$19,623.27	\$19,623.27	



## MEMORANDUM

FOR: Mayor Donald Atkinson and Members of the Whitehouse Village Council

FROM: Jill Gundy

SUBJECT: Whitehouse Multisport Festival

DATE: March 13, 2020

The Village has received a request from Julie Theroux of CycleWerks, who has teamed up with Dave's Running Shop, for a Multisport Festival on Saturday, June 6, 2020. This is a new event that will include three races. The first is a Sprint Triathlon which consists of a 750 yard swim, 13 mile bike ride and a 5K run. The second is a Duathlon which is a run/bike/run that will be held at the same time as the sprint race and on the same course. The third race is a Sprint Relay which consists of a 200 yard swim, 4 mile bike ride, and a short run around the quarry. This event will be held after the first two races.

Dave's Running Shop will be in charge of sending in divers to assess and clear the race route of any underwater hazards in the Quarry. It would be Administration's recommendation that we require a certified document ensuring that the race route is clear of obstructions. Dave's Running Shop and CycleWerks will also be providing kayaks and lifeguards for any water rescues needed while the swimmers are in the water.

They are requesting the Police Department for the portions of the race route on the public roadways. The Police Chief is able to provide staff to assist with the race.

Secondly, they are requesting that the Public Works Department clear an area along the edge of the Quarry to be used as the entry point of the race (photo included) and provide sand for a beach. The cost to the Village to comply would be approximately \$1,000. Council will need to determine whether this is an investment the Village will make.

They are requesting a squad from the Fire Department to be at the quarry in case of emergency. The Fire Chief is able to provide this.

Village Staff has reached out to Joe Fausnaugh from the Metroparks. He had no issues or concerns with the event.

Council is asked to determine if they want to approve this new event and whether to assume the cost of creating the beach area.

Respectfully submitted,



Jill Gundy









## Request for Special Event

Village of Whitehouse  
PO Box 2476, Whitehouse, OH 43571  
Phone: (419) 877-5383/ Fax: (419) 877-5635

Name of Event: Whitehouse MultiSport Festival  
Coordinator/Contact Person: Julie Theroux  
Address: 7035 Providence St.  
Phone: 419-877-1000 Email: shopcycloworks@gmail.com  
FAX: \_\_\_\_\_  
Event Date(s): SAT, JUNE 6 Event Hours: 7:30 AM - 12:00 NOON  
Estimated Number of Attendance: 200  
Brief Description of Event: TRIATHLON (Swim/Bike/Run) and Duathlon (Run/Bike/Run) AT NONA FRANK QUARRY  
Will the Event Use Signage/Attraction Devices? ☒ Yes ☐ No  
Amplified Voice/Music? ☐ Yes ☐ No  
Food/Beverage Sales? ☐ Yes ☒ No Alcoholic Beverage Sales: ☐ Yes ☒ No  
Product Sales? ☐ Yes ☒ No Other (explain): \_\_\_\_\_  
If YES to any of the above, please explain: ANNOUNCER AT START/FINISH Line  
DIRECTIONAL SIGNS ON RUN & BIKE COURSE

Identify any Village services, public facilities, or equipment you are requesting in conjunction with this event:

☒ Police Assistance ☐ Streets Closed ☐ Enclosed Shelterhouse ☐ Pavilion ☒ Other FIRE  
Explain: FIRE DEPT AT SWIM POLICE COVERAGE AT  
INTERSECTIONS ON BIKE COURSE

**PLEASE supply a map highlighting the property, temporary structures (identifying use and activity), pedestrian ways and/or streets that will be impacted by this event.**

Payment for Services: The Event Coordinator/Contact Person/Sponsoring Entity shall make payment for services payable to *The Village of Whitehouse*. Payment must be received by the Village of Whitehouse no later than ten (10) business days after the event.

Total Number of Employees Required: \_\_\_\_\_ Total Amount Required per Employee: \$ \_\_\_\_\_/hr.  
TOTAL Amount to be submitted to the Village of Whitehouse by Event Coordinator: \$ \_\_\_\_\_

### **READ THE FOLLOWING BEFORE SIGNING**

**The submittal of this event form does not ensure approval of the event.**

Be advised, the Village cannot accommodate every event and some events may require reimbursement for services rendered. You must attach to this application either an Insurance Policy or a Certificate of Insurance that includes the policy number, amount of coverage, and the provision that the Village of Whitehouse is included as an Additional Insured. The insurance requirements depend on the risk level of the event.

The applicant agrees to defend, indemnify, and hold harmless the Village of Whitehouse from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Village of Whitehouse by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of this activity

Signature: Julie Theroux Date: 2-8-20

6925 Providence Street . PO Box 2476 . Whitehouse, Ohio 43571  
Phone 419-877-5383 . Fax 419-877-5635  
whitehouseoh.gov

## AGREEMENT FOR SERVICE – SPECIAL EVENTS

WHEREAS, by Resolution, the Village Administrator of the Village of Whitehouse, Ohio, is authorized and empowered to enter into written agreements with public or private organizations, to assign Village employees to special duties, with such organizations, when, in the opinion of the Village Administrator and Chief of Police, such duty serves the purpose of public safety, traffic control and the public welfare.

Now, therefore, it is agreed by and between the parties as follows:

1. The Chief of Police shall assign a designee to oversee the scheduling of officers to provide police/security services for the following event:

\_\_\_\_ See attached map showing locations and that such officer(s) shall at all times be subject to all Federal, state and local ordinances, including the policies and procedures of the Village of Whitehouse and the Whitehouse Police Department.

2. The Police Chief reserves the right to honor or reject this request based upon officer availability and/or needs of the agency.
3. The uniform of the officer(s) shall always be under the control of the Chief of Police.
4. Officer(s) who are assigned to this event shall be paid for this service in accordance with the current fee schedule for services as enacted by the Village of Whitehouse, Ohio Council.
5. The Village of Whitehouse agrees to furnish officer(s) under the terms of this agreement, if and only if, officer(s) are available for such duty as determined by the Chief of Police.
6. Duties of any officer(s) assigned shall be limited to the boundaries of the Village of Whitehouse, Ohio. Exceptions would include those that serve law enforcement interests outside the boundaries of the Village of Whitehouse (i.e., Anthony Wayne School District off-campus, school-sponsored activities, etc.).
7. The Event Coordinator/Contact Person/Sponsoring Entity shall make payment for services payable to *The Village of Whitehouse*. Payment must be received by the Village of Whitehouse no later than ten (10) business days after the event.  
  
Total Number of Employees Required: \_\_\_\_\_ Total Amount Required per Employee: \$\_\_\_\_\_/hr.  
TOTAL Amount to be submitted by Event Coordinator: \$\_\_\_\_\_
8. Officer(s) assigned under terms of this contract shall be covered by Workmen's Compensation paid on the officer's behalf by the Village of Whitehouse.
9. This agreement may be canceled by either party by 30-day written notice or to the mutual satisfaction of both undersigned parties.
10. Requests for additional/reduction of officers to supplement this initial agreement must be made to the Village Administrator no later than fifteen (15) days from the date of the scheduled event.

This agreement entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between the Village of Whitehouse, County of Lucas, State of Ohio, and the Event Coordinator/Contact Person, in witness whereof the parties hereunto have set their hands at Whitehouse, Ohio.

\_\_\_\_\_  
Village Administrator

  
\_\_\_\_\_  
Event Coordinator/Contact Person

**REQUEST FOR SPECIAL EVENTS SERVICES—VILLAGE OF WHITEHOUSE, OHIO**

TYPE OF FUNCTION/ACTIVITY: TRIATHLON

DATE/TIME OF FUNCTION/EVENT: SATURDAY, JUNE 6TH

LOCATION: WONA FRANCE Quarry, 7035 Providence

NUMBER OF OFFICERS REQUIRED: \_\_\_\_\_ (Determined by Police Chief)

NUMBER OF ADDITIONAL VILLAGE EMPLOYEES: \_\_\_\_\_ (Determined by Department Head)

**EVENT COORIDNATOR CONTACT INFORMATION:**

NAME Julie Theroux

ORGANIZATION Cycle Works

ADDRESS 6740 Providence

Whitehouse OH 43571

PHONE 419-877-1000

EMAIL shopcycleworks@gmail.com

FAX \_\_\_\_\_

Payment for services rendered in the amount of \$\_\_\_\_\_ will be submitted to:

The Village of Whitehouse  
6925 Providence St.  
P.O. Box 2476  
Whitehouse, OH 43571

Payment in full required by: \_\_\_\_\_

*For Office Use Only*

Date: \_\_\_\_\_

\_\_\_\_ Approved as requested.

\_\_\_\_ Approved, with modifications (specify): \_\_\_\_\_

\_\_\_\_ Disapproved (specify): \_\_\_\_\_

Village Administrator \_\_\_\_\_

Chief of Police \_\_\_\_\_

Public Service Director \_\_\_\_\_

Fire Chief \_\_\_\_\_

Community Development Coordinator \_\_\_\_\_

LOG IN

SIGN UP

*SPRINT & Super SPRINT*

*RT to 4*

WORKOUT

WHITEHOUSE, OH, UNITED STATES

0.38 KM

0 M

# WHITEHOUSE SWIM

BOOKMARK

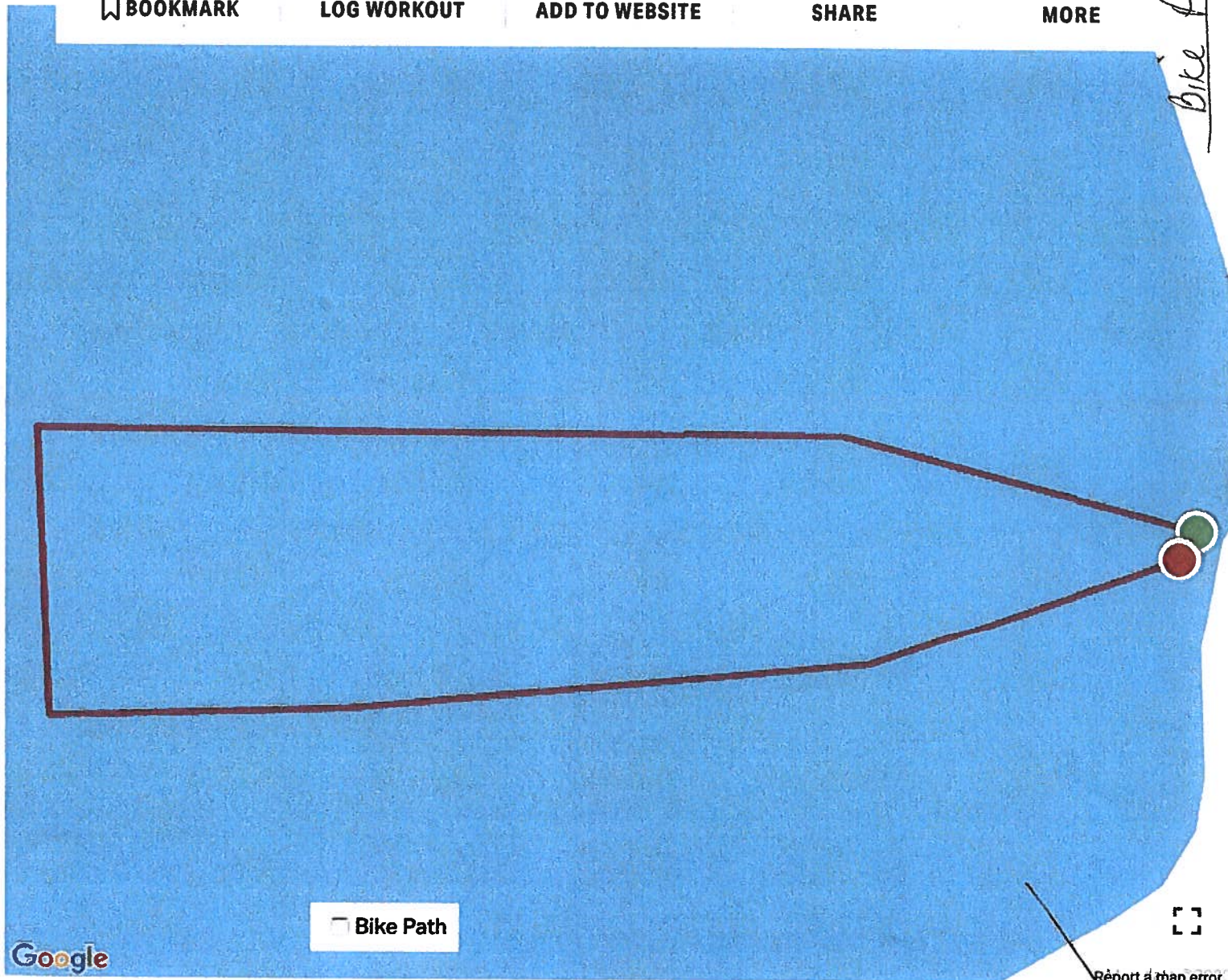
LOG WORKOUT

ADD TO WEBSITE

SHARE

MORE

*bike path*



You're taking control of your fitness and wellness journey, so take control of your data, too. [Learn more](#) about your rights and options. Or [click here](#) to opt-out of certain cookies.

Report a map error

*Skedding Hill*

GOT IT



LOG IN

SIGN UP

1 LOOP

WORKOUT

WHITEHOUSE, OH, UNITED STATES

16.91 KM

24 M

# WHITEHOUSE BIKE - SPRINT- 13.5 miles

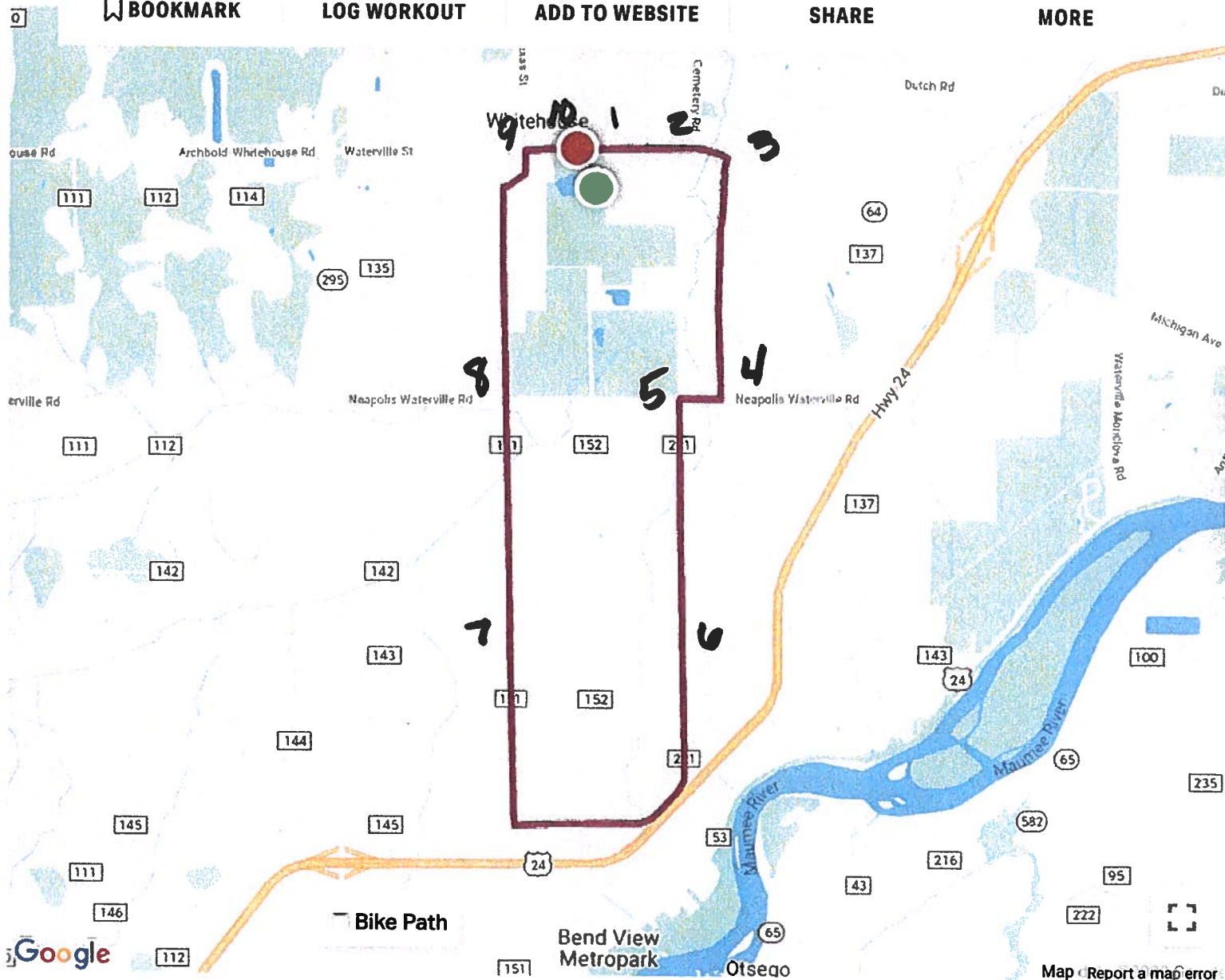
BOOKMARK

LOG WORKOUT

ADD TO WEBSITE

SHARE

MORE



You're taking control of your fitness and wellness journey, so take control of your data, too. [Learn more](#) about your rights and options. Or [click here](#) to opt-out of certain cookies.

GOT IT

LOG IN

SIGN UP

WORKOUT

WHITEHOUSE, OH, UNITED STATES

5.02 KM

7 M

# WHITEHOUSE TRI RUN ROUTE - SPRINT 5K

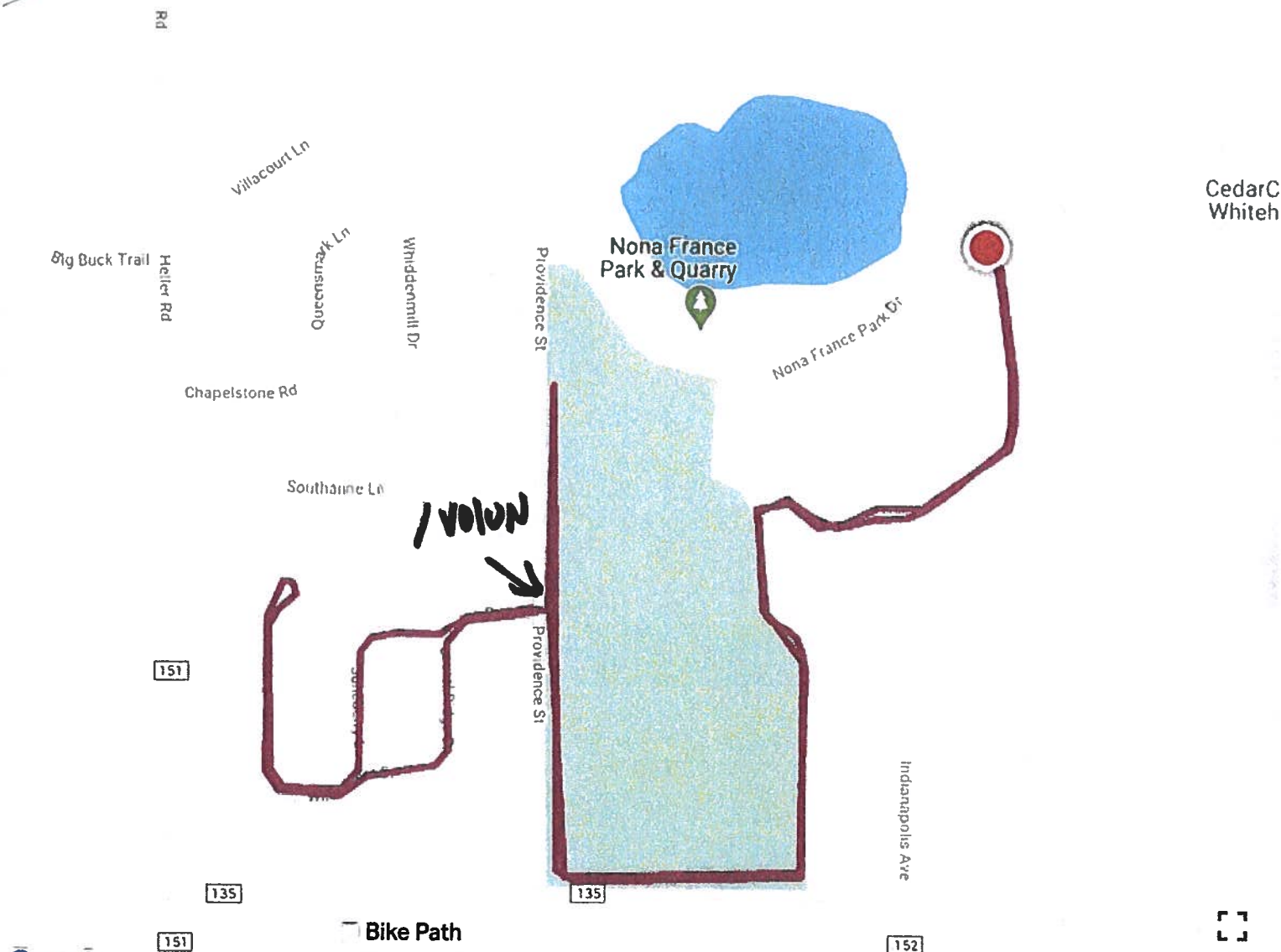
BOOKMARK

LOG WORKOUT

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SHARE

MORE



Google

Report a map error

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GOT IT



LOG IN

SIGN UP

WORKOUT

WHITEHOUSE, OH, UNITED STATES

7.34 KM

16 M

# WHITEHOUSE RELAY BIKE - 4 MILES

BOOKMARK

LOG WORKOUT

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SHARE

MORE



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GOT IT

LOG IN

SIGN UP

WORKOUT

WHITEHOUSE, OH, UNITED STATES

1.16 KM

3 M

# WHITEHOUSE TRI RELAY RUN ROUTE

 **BOOKMARK**

**LOG WORKOUT**

**ADD TO WEBSITE**

**SHARE**

**MORE**

ce St

Providence St

Providence St

Nona France Park Dr

Nona France Park & Quarry

Non

Bike Path Dr

Nona France Park Dr

Nona France Park Dr

Google



Report a map error

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GOT IT



## Request for Special Event

Village of Whitehouse  
PO Box 2476, Whitehouse, OH 43571  
Phone: (419) 877-5383/ Fax: (419) 877-5635

Name of Event: Whitehouse Cherry Fest  
Coordinator/Contact Person: Josh Toebes  
Address: PO Box 2457 Whitehouse, OH 43571  
Phone: \_\_\_\_\_ Email: josh @ aww chamber. com  
FAX: \_\_\_\_\_  
Event Date(s): 6-11-20 - 6-13-20 Event Hours: Varies daily  
Estimated Number of Attendance: \_\_\_\_\_  
Brief Description of Event: Same as always

Will the Event Use Signage/Attraction Devices? ☒ Yes ☐ No  
Amplified Voice/Music? ☒ Yes ☐ No  
Food/Beverage Sales? ☒ Yes ☐ No Alcoholic Beverage Sales: ☒ Yes ☐ No  
Product Sales? ☒ Yes ☐ No Other (explain): \_\_\_\_\_  
If YES to any of the above, please explain: \_\_\_\_\_

Identify any Village services, public facilities, or equipment you are requesting in conjunction with this event:

( ) Police Assistance ( ) Streets Closed ( ) Enclosed Shelterhouse ( ) Pavilion ( ) Other  
Explain: We will discuss at our regularly scheduled meeting in May each year

**PLEASE supply a map highlighting the property, temporary structures (identifying use and activity), pedestrian ways and/or streets that will be impacted by this event.**

Payment for Services: The Event Coordinator/Contact Person/Sponsoring Entity shall make payment for services payable to *The Village of Whitehouse*. Payment must be received by the Village of Whitehouse no later than ten (10) business days after the event.

Total Number of Employees Required: \_\_\_\_\_ Total Amount Required per Employee: \$ \_\_\_\_\_/hr.  
TOTAL Amount to be submitted to the Village of Whitehouse by Event Coordinator: \$ \_\_\_\_\_

### **READ THE FOLLOWING BEFORE SIGNING**

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Be advised, the Village cannot accommodate every event and some events may require reimbursement for services rendered. You must attach to this application either an Insurance Policy or a Certificate of Insurance that includes the policy number, amount of coverage, and the provision that the Village of Whitehouse is included as an Additional Insured. The insurance requirements depend on the risk level of the event.

The applicant agrees to defend, indemnify, and hold harmless the Village of Whitehouse from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Village of Whitehouse by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of this activity

Signature: \_\_\_\_\_ Date: 3.4.20

6925 Providence Street . PO Box 2476 . Whitehouse, Ohio 43571

Phone 419-877-5383 . Fax 419-877-5635

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Whitehouse Cherry Fest  
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6. Duties of any officer(s) assigned shall be limited to the boundaries of the Village of Whitehouse, Ohio. Exceptions would include those that serve law enforcement interests outside the boundaries of the Village of Whitehouse (i.e., Anthony Wayne School District off-campus, school-sponsored activities, etc.).
7. The Event Coordinator/Contact Person/Sponsoring Entity shall make payment for services payable to *The Village of Whitehouse*. Payment must be received by the Village of Whitehouse no later than ten (10) business days after the event.

Total Number of Employees Required: \_\_\_\_\_ Total Amount Required per Employee:  
\$ \_\_\_\_\_/hr.

TOTAL Amount to be submitted by Event Coordinator: \$ \_\_\_\_\_

8. Officer(s) assigned under terms of this contract shall be covered by Workmen's Compensation paid on the officer's behalf by the Village of Whitehouse.
9. This agreement may be canceled by either party by 30-day written notice or to the mutual satisfaction of both undersigned parties.
10. Requests for additional/reduction of officers to supplement this initial agreement must be made to the Village Administrator no later than fifteen (15) days from the date of the scheduled event.

This agreement entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Village of Whitehouse, County of Lucas, State of Ohio, and the Event Coordinator/Contact Person, in witness whereof the parties hereunto have set their hands at Whitehouse, Ohio.

\_\_\_\_\_  
Village Administrator

\_\_\_\_\_  
Event Coordinator/Contact Person

**REQUEST FOR SPECIAL EVENTS SERVICES—VILLAGE OF WHITEHOUSE, OHIO**

TYPE OF FUNCTION/ACTIVITY: WHITEHOUSE CHAMBER PEER

DATE/TIME OF FUNCTION/EVENT: 6/11-6/13

LOCATION: Village Park

NUMBER OF OFFICERS REQUIRED: TBD (Determined by Police Chief)

NUMBER OF ADDITIONAL VILLAGE EMPLOYEES: \_\_\_\_\_ (Determined by Department Head)

**EVENT COORDINATOR CONTACT INFORMATION:**

NAME Josh Torres

ORGANIZATION ANTHONY WAYNE REGIONAL CHAMBER

ADDRESS PO BOX 2451

WHITEHOUSE, OH 43571

PHONE 419.877.2747

EMAIL josh @ ANWCHAMBER.COM

FAX \_\_\_\_\_

Payment for services rendered in the amount of \$ \_\_\_\_\_ will be submitted to:

The Village of Whitehouse  
6925 Providence St.  
P.O. Box 2476  
Whitehouse, OH 43571

Payment in full required by: \_\_\_\_\_

*For Office Use Only*

Date: \_\_\_\_\_

\_\_\_\_ Approved as requested.

\_\_\_\_ Approved, with modifications (specify): \_\_\_\_\_

\_\_\_\_ Disapproved (specify): \_\_\_\_\_

Village Administrator \_\_\_\_\_

Chief of Police \_\_\_\_\_

Public Service Director \_\_\_\_\_

Fire Chief \_\_\_\_\_

Community Development Coordinator \_\_\_\_\_

**VILLAGE OF WHITEHOUSE  
BOARD OF ZONING APPEALS MINUTES  
March 4, 2020**

Board members present: Chuck Kethel, Leroy Ryerson, Julie Studer and Mike Walters. Also present was Jeff Chamberlain, Louann Artiaga and Planning Administrator Tiffany Bachman.

The Board of Zoning Appeals (BZA) meeting was called to order by Mike Walters at 6:00 p.m.

First order of business is to elect officers, which will be a Chairman, Vice Chairman and Secretary. Leroy made a motion to have Mike Walters be the Chair, Chuck Kethel as Vice Chair and Julie Studer as Secretary. Mike seconded. 4 ayes

Second item of business is to accept the minutes from the November 6, 2019 meeting. Chuck made a motion to accept, Julie seconded. 4 ayes

Jeff Chamberlain was on the agenda to review, discuss and finalize a ruling regarding Appeal #01-2020, to install a greenhouse located at 6623 Providence Street. Mr. Chamberlain is proposing an aluminum wrought iron fence to go around the front of the greenhouse and will tie into the addition on the front of the Hardware. The greenhouse itself is 12'7" in height at the peak and is made out of a polycarbonate material. Glass doors would be added at the entrance. Fencing would also go around the other two sides of the greenhouse. A pergola will also be installed, which is made out of a wood decking type of material. The committee is concerned with the aesthetic look of the pergola if it isn't stained or painted and the gothic arch design of the greenhouse and how that would all look coming into town. There is a motion on the table to accept, made by Chuck Kethel. No second. Motion is cancelled. Motion made by Julie Studer to deny the appeal, seconded by Mike Walters. 3 ayes, 1 no

Chuck made a motion to adjourn, seconded by Julie. Motion passed 4-0. Meeting adjourned at 7:05 pm

Respectfully submitted,

Tiffany Bachman  
Planning Administrator

**ORDINANCE NO. 06-2020**

**AN ORDINANCE AUTHORIZING THE VILLAGE OF WHITEHOUSE,  
LUCAS COUNTY, OHIO, TO ENTER INTO AN AGREEMENT  
ESTABLISHING THE LUCAS COUNTY 911 REGIONAL COUNCIL OF  
GOVERNMENTS**

WHEREAS, it is desirable and in the best interests of the Village of Whitehouse and its residents for the Village to enter into an Agreement Establishing the Lucas County 911 Regional Council of Governments; and

WHEREAS, the Agreement is on file with the Village Administrator.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, and three-fourths (3/4) of all members elected thereto concurring:

**SECTION I:** That the Village of Whitehouse, Lucas County, Ohio hereby approves the Agreement Establishing the Lucas County 911 Regional Council of Governments, which Agreement is on file with the Village Administrator.

**SECTION II:** The Mayor and Administration of the Village of Whitehouse, Lucas County, Ohio, are hereby directed and authorized to execute said Agreement.

**SECTION III:** It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this legislation were adopted in an open meeting of the Council and that the deliberations of this Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements as set forth by the Charter of the Village of Whitehouse.

WHEREFORE, this Ordinance shall take effect and be in full force immediately after its passage and approval.

VOTE ON EMERGENCY MEASURE: Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

FINAL VOTE ON THE MEASURE: Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

EFFECTIVE DATE OF THIS ORDINANCE: \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Duly Appointed Clerk of Council

\_\_\_\_\_  
Kevin A. Heban, Solicitor



## ADMINISTRATION

- ## ADMINISTRATIVE ACTIVITIES

- ## **COMMUNITY DEVELOPMENT**

## GRANTS

## STREETS

2. **Downtown Streetscape Phase 3** – Providence St. from Maumee St. to Shepler Ave. – Plans in Engineering. Council reviewing plans on parking & extent of improvements. Postponed until 2021.
3. **Weckerly Rd. & Finzel Signalization** – In engineering with Poggemeyer Design Group. Out to bid for June 7<sup>th</sup> bid opening. Awarded to U.S. Utility Contractor Co., Inc. for \$173,231.04. 50% completed.

## **WATER**

## **WASTE WATER**

- 08-20-19**
1. **Sanitary Sewer Trunk Main** –Working with Jones & Henry Engineering on the installation of a sanitary sewer trunk main to be constructed to replace current force mains and sewage pumping stations which are nearing the end of their useful life and needing replaced.

## **STORM SEWER**

- 02-18-20**
1. Staff working with Lucas County Engineer to move forward petition process for the maintenance of Swan Creek to include all of the Swan Creek Watershed west of I-475 in Lucas County.

## **SANITATION**

## **MISCELLANEOUS**

- 02-04-20**
1. **Building Permits:** 1 new homes as of 2/14/20.
- 01-21-20**
2. **Public Works:**
    1. Tree trimming and brush clearing
    2. GIS mapping of Utilities – Public Service is working with Poggemeyer Design Group to map all water, sanitary sewer and storm sewer assets in the Village.
    3. Park Exercise Equipment – Install for Spring use

## **Boards and Commissions**

- A. Board of Zoning Appeals
  1. Pending approval of March 4, 2020, meeting minutes
- B. Charter Revision Commission
  1. Pending approval of March 10, 2020 meeting minutes
- C. Fire Dependency Board
  1. Pending approval of January 29, 2020 meeting minutes

- D. Planning Commission
  - 1. Pending approval of November 4, 2019, meeting minutes
- E. Records Commission
  - 1. Pending approval of June 4, 2019, meeting minutes
  - 2. Pending 2020 Reorganization Meeting
  - 3. Pending Review of Records Set for Destruction in 2020
  - 4. Pending Review of Records Policies
- F. Tree Commission
  - 1. Pending approval of February 27, 2020 meeting minutes
  - 2. Pending Tree Inventory

### **Council Committee of the Whole**

- A. Economic Development
  - 1. Pending Monitoring of Economic Development Plan (ongoing)
- B. Finance, Audit & Investment
- C. Franchise, Lands & Buildings
- D. Parks & Recreation
  - 1. Completion of Veterans Memorial Park
  - 2. Completion of Waterville Street Multi-Use Trail (Phase II)
  - 3. Pending review of implementation of projects in Whitehouse Park
- E. Public Services Committee
  - 1. Pending Discussion of New Downtown Traffic Signage (fall)
  - 2. Pending Discussion of Looping Water Lines via Stiles Road.
- F. Personnel & Safety
- G. General
  - 1. Pending review of Council project list

Note: If you wish to place an item on the Agenda, please let me know.



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## Zoning Enforcement Report –March 2020

I am happy to report that good progress continues to be made in the Village. Little by little, various issues have been cleaned up. I am trying to meet with people face to face and work with them to resolve issues. Good results have been experienced from this. Even some of the long standing issues have been gradually improved with ongoing meetings and observation of progress. As you know, sometimes violations take time to be corrected, but constant progress is key to achieving compliance.

As the weather warms up, I am confident that we will see more and more progress being made with cleaning things up. I have introduced myself to the various business in town so that if they have any questions about things, they are able to reach out to me before any potential violations. For example, many times with commercial sign violations, it is because the owner or tenant is unaware of the regulations. The businesses appreciate the open communication and fair enforcement, and it should prevent future issues as well!

Respectfully submitted,

*Jacob T. Barnes*

Jacob T. Barnes

## Zoning Violation Report

**March 2020**

NAME	ADDRESS	VIOLATION LOCATION	VIOLATION	ACTION
Bucher, Paul	11511 Waterville Street	Entire	Report of junk, debris	Working to have taken care of.
General Pro Hardware	6635 Providence	All	Junk Vehicle	Continuing to work with owner on progress. Inspected in early March, working with owner
Ohio Bell	10916 Maumee St	All	Tree limbs down	Monitoring Property
Highpoint Commons	10845 Cable Street (violation off Field Street)	Front	Parking	Observed one car on grass at apartment complex. Update- we had car moved.
Wittes, John	10803 Waterville Street	All	Junk and Debris	Will be filing new charges on property condition once new penalties are in place.
Marcia Stager	6548 Field Street	Front	Parking	Complaint of vehicle(s) parked in front grass, inspected, notice sent.
	Bond Street	All	Complaint to check out entire street for violations	In process
	Downtown	All	Signs	Working on some sign issues with businesses.
<b>REFERRED TO PROSECUTOR</b>				
Albright, Angelia	10915 St. Louis	Rear	Junk, Debris	Case still in court. She pled NC and was found guilty and fined.
Siebert, Mark	11164 Temperance	Side, rear	Junk, Debris New Complaint- Insecure structure	Case still in Court. Spoke with Prosecutor and he has until March 19 to secure the structure.
Wittes, John	10803 Waterville St	Rear	Junk and Debris	Court case concluded, owner was fined and case dismissed. Pending re-filing.